

FY2021

CMHC

Plan & Budget

Plan and Budget (P&B)

- Plan & Budget time is when you apply for funds, disclose services rendered and how you are budgeting and planning to utilize the allocated funds.
- Plan & Budget submissions are due April 17th for the 2021 fiscal year and a list of required forms can be found in the Central Login system, under your Regional Reports.
- Plan & Budget information and current blank forms can be accessed at <http://dbhdid.ky.gov/cmhc/plan-and-budget.aspx>.
- Plan & Budget Submissions use web-based access through the DBHDID Central Login system.
- The Plan & Budget submission report can also be found in the Regional Reports within Central Login.

CMHC Plan & Budget Reports Listing

DBHDD Central Login

This page is for authorized users only. You must have JavaScript and cookies enabled in your browser to use the Central Login application.

Note that you are allowed five unsuccessful attempts to log in, then your account will be locked and must be unlocked by an administrator. If you have tried to log three times unsuccessfully, you should recover your password before trying again.

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Also, after you recover your password, you will be required to change it before you can access your Central Login roles or applications.

Log In

Username:

Password:

CMHC employee will access the Central Login at <https://dbhddid.ky.gov/Login/Secure/Login.aspx> using assigned username and password.

Once you are logged in, go to your Reports and Upload-Region # role and click to access.

Role(s)
Plan and Budget Upload - Region 06
Reports and Upload (RO) - Region 06

Utilities

- [Program Resources](#)

(DDQ) Desktop Data Query System

- [\(S-MART\) Standard - Monitoring, Analysis & Reporting Tool](#)

View Reports

To view a report, select its name from a dropdown list below. Please note that these reports pop up in a separate window, so you may have to disable your popup blocker or allow popups from this site.

CMHC Contract Compliance Reports

Choose a report ▼

Block Grants and Other Performance Indicators

Choose a report ▼

CSU/BPRS Reports

Choose a report ▼

Reports

Plan and Budget Reports Listing for FY 2021 ▼

Reports (all regions)

Choose a report ▼

Multnomah/MCAS Reports

Choose a report ▼

CMHC Plan & Budget Reports Listing continued.....

Select the Plan and Budget
Reports Listing for FY2021
from the Drop down
menu.



CMHC P&B Reports Listing continued.....

Plan and Budget Reports Listing, FY 2021

List of All Plan and Budget forms due by Region, Division, Form

<u>Div.</u>	<u>Program</u>	<u>Service</u>	<u>Form</u>	<u>Send To Name</u>
AFM	Administration and Financial Management	Fiscal	103-Regional Summary Budget	Browning, Maria
BH	Mental Health Services	Emergency Services	113D-Emergency Services Planning and Implementation Report	Penn, Christie
BH	Mental Health Services	Child Mental Health Services	114-Early Childhood Mental Health Narrative	Barber, Brittany
BH	Mental Health Services	Adult Mental Health Services	115-Adult System of Care Application	Paul, Allison
BH	Mental Health Services	Mental Health Services	117-MH Financial Planning and Implementation Report	Matthews, Barbara
BH	Mental Health Services	Child Mental Health Services	118-Children and Youth System of Care Application	jordan, Beth
BH	Mental Health Services	Youth and Young Adult Services	119-Youth and Young Adults System of Care Application	Johnston, Janice
BH	Mental Health Services	Emergency Services	132-Emergency Services Application	Penn, Christie

The list opens up and you can view which reports are due for your region and the BHDID contact for any questions related to the form (please note there may be multiple pages to review).



Plan &
Budget
information
and current
FY2021
forms
can be
accessed at

Ky.gov An Official Website of the Commonwealth of Kentucky

Search Choose one ▾ for Enter search terms Go

KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR BEHAVIORAL HEALTH,
DEVELOPMENTAL AND INTELLECTUAL DISABILITIES

■ CHFS Home | Departments/Agencies
■ Community Mental Health Centers

DBHDID Home Page

**24-Hour
Crisis Numbers**

[Crisis Lines by County](#)
[Suicide Prevention Hotline](#)

**Report Suspected Abuse,
Neglect and Exploitation**

Adult Abuse
Child Abuse

Programs and Services

Behavioral Health
Developmental and
Intellectual Disabilities
Program Integrity

**Community Mental Health
Centers**

Facilities

**Commissions, Councils and
Committees**

Community Mental Health Centers

Plan and Budget Information – FY 2021

General Information

- [DBHDID CMHC Data Implementation Guide \(includes Data Dictionary\)](#)
- [DBHDID Performance Indicator Implementation Guide](#)
- [FAQ](#)
- [Fidelity Measurement Tools](#)
- [Forms Library](#)
- [Outcome Information System Requirements](#)
- [Plan and Budget Processing Instructions](#)
- [Sliding Fee Scale](#)
- [Vision, Mission and Values Statement](#)

Instructions and Objectives

Developmental and Intellectual Disabilities

Instructions

- [DBHDID Emergency Services Instructions and Objectives](#)
- [DDID Crisis Service Manual](#)

Contact Information

275 E. Main Street 4CD
Frankfort, KY 40621
Phone: (502) 564-4527
Fax: (502) 564-5478
Hours: Monday–Friday
8:00 am–4:30 pm ET

[Crisis Lines by County](#)
[Suicide Prevention Hotline](#)

[Contact Us](#)

Related Links

[Calendar of Events](#)
[Provider Directory](#)

[Center Locations](#)
[Contact Info by County](#)
[Contract Reference Documents](#)
[Data Reports](#)
[Data Set Information](#)
[Department Periodic Reports](#)
[Quality Management and Outcomes Team](#)

[KRS Chapter 210](#)

<http://dbhdid.ky.gov/cmhc/plan-and-budget.aspx>

Plan & Budget Submission Summary

To upload your Plan & Budget form, you will need to go into the Central Login at

<https://dbhdid.ky.gov/Login/Secure/Login.aspx>.

Once you are logged in, click on the “Plan and Budget Upload-Region #” role, which will take you directly to the Annual Plan and Budget Submission page. You will select the Division, Form, Program (if necessary), and Service (if necessary) using the drop down boxes, then click "Browse" to select the file you want to submit from your computer. Once the appropriate file is selected, click the "Submit" button. Repeat these steps for all of your P&B submissions.

Plan & Budget Submission Process

DBHID Central Login

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Log In

Username:

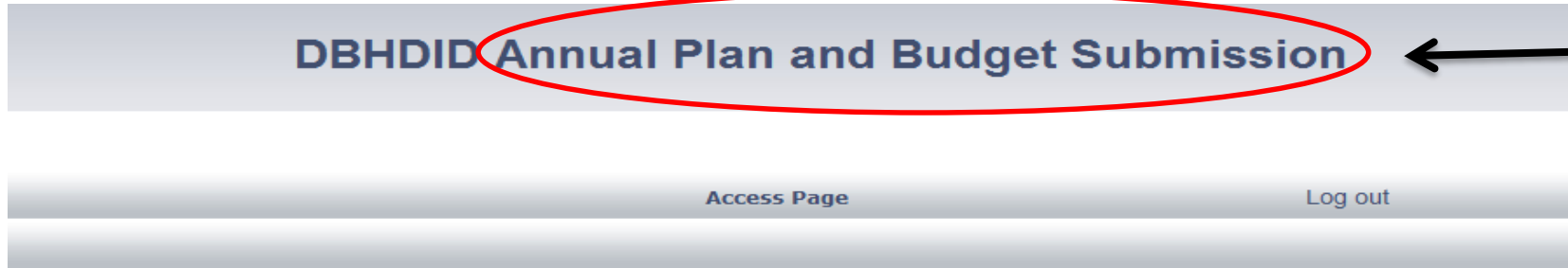
Password:

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Role(s)
Plan and Budget Upload - Region 06
Reports and Upload (RO) - Region 06

Plan & Budget Submission Process continued.....



DBHDID Annual Plan and Budget Submission

Access Page Log out

From the following dropdown list, please select division, form, program, service; browser to the file you are going to submit and click Submit.

User: Maria Browning
Region: 06

Select Division: *

Select Form: *

Select Program: *

Select Service: *

Browse file to submit: *

The Annual Plan and Budget Submission page opens up. Please verify that you are in this environment when you submit your Plan & Budget documents.

Plan & Budget Submission Process continued.....

Select the division for which the P&B form is located

User: Maria Browning
Region: 06

Select Division: Substance Abuse ▼ *

Select Form: 101-Project Budget and Financial Report ▼ *

Select Program: Substance Abuse Prevention ▼ *

Select Service: PES-Alcohol ▼ *

Browse file to submit: Browse... *

Select the report you want to submit from the drop
down menu _____

Plan & Budget Submission Process continued.....

User: Maria Browning

Region: 06

FY should default
to 2021

FY: 2021 ▼

Select Division: Substance Abuse ▼ *

Select Form: 101-Project Budget and Financial Report ▼ *

Select Program: Substance Abuse Prevention ▼ *

Select Service: PES-Alcohol ▼ *

It may be necessary to
select the program and
the service for which the
form applies

Browse file to submit: Browse... *

Submit

Click browse and then select the appropriate file
that you wish to submit

Plan & Budget Submission Process continued.....

Once the appropriate file is selected, click the submit button

Please select division, form, program, service, browse to the file you are going to submit and click Submit.

User: Maria Browning

Region: 06

FY: 2021 ▼

Select Division: Substance Abuse ▼ *

Select Form: 101-Project Budget and Financial Report ▼ *

Select Program: Substance Abuse Prevention ▼ *

Select Service: PES-Alcohol ▼ *

Browse file to submit: C:\Users\Maria.Browning\Desktop\101-Project Budget and Financial Report.xls Browse... *

Submit



Revised/Modified Plan & Budget Submissions

Any revision/modification to a Plan & Budget form after an initial submission has been completed, can be resubmitted through the system. The system attaches the submission date onto the document title and prevents overwrite of the previous submission and original submission date, **if** submitted on a different day.

CMHC Submission Report

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Block Grants and Other Performance Indicators

Choose a report ▼

CSU/BPRS Reports

Choose a report ▼

Reports

Plan and Budget Reports Due for FY 2021 ▼

Reports (all regions)

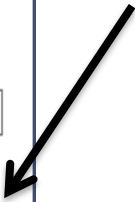
Choose a report ▼

Multnomah/MCAS Reports

Choose a report ▼

CMHC Reports Due continued.....

Select the Plan and Budget Reports Due for FY2021 from the Drop down menu (or the fiscal year for the report you wish to view).



CMHC Reports Due continued.....

<u>Div.</u>	<u>Program</u>	<u>Service</u>	<u>Form</u>
AFM	Administration and Financial Management	Fiscal	103-Regional Summary Budget
<u>SendToName:</u> Maria Browning		<u>Due Date:</u> 4/17/2020	<u>Date Submitted:</u> <u>Date Approved:</u>
AFM	Administration and Financial Management	Medications Management	175-Medications Management
<u>SendToName:</u> Katie Johnson		<u>Due Date:</u> 4/17/2020	<u>Date Submitted:</u> <u>Date Approved:</u>
BH	Mental Health Services	Adult Mental Health Services	115-Adult System of Care Application
<u>SendToName:</u> Thomas Beatty		<u>Due Date:</u> 4/17/2020	<u>Date Submitted:</u> <u>Date Approved:</u>
BH	Mental Health Services	Child Mental Health Services	114-Early Childhood Mental Health Narrative
<u>SendToName:</u> Brittany Barber		<u>Due Date:</u> 4/17/2020	<u>Date Submitted:</u> <u>Date Approved:</u>
BH	Mental Health Services	Child Mental Health Services	118-System of Care for Children and Transition-age Youth
<u>SendToName:</u> Beth jordan		<u>Due Date:</u> 4/17/2020	<u>Date Submitted:</u> <u>Date Approved:</u>

The list opens up and you can view which reports your region has submitted, the due date, if they've been received and/or approved (please note there may be multiple pages to review). If your Center has submitted revised reports through the system, each form submission will be listed separately in this report.

Contacts

If you need additional assistance during the Plan & Budget submission process, please contact us at BHDID:

Maria Browning	Jennifer Moore
Maria.Browning@ky.gov	JenniferC.Moore@ky.gov
(502) 782-6112	(502) 782-6117